

State of Georgia
Policy Memorandum



Category - Topic	Policy Name	Effective Date	Date of Revision
Travel – Travel by State-Owned or Personal Vehicles	Mileage Reimbursement Rates	February 1, 2007	April 1, 2008

MILEAGE REIMBURSEMENT RATES FOR USE OF PERSONAL VEHICLES

Purpose

The purpose of this policy is to provide reimbursement rates for business-use miles driven by employees using personal motor vehicles.

Background

The Legislature in Special session (September 2005) passed Senate Bill 1 EX tying the mileage reimbursement rate for use of a personal vehicle to the rate established by the United States General Services Administration (GSA) pursuant to the Federal Travel Regulations Amendment 2005-01 as of July 1, 2005, or subsequently amended.

Statement of Policy

Mileage rates are changed only upon notification from SAO/OPB via revisions to this Policy; new rates should not be applied based solely on GSA updates. Effective April 1, 2008, reimbursement rates for the business use of personal motor vehicles are as follows.

Tier 1 Rate. When it is determined that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled as follows:

Automobile	\$ 0.505 per mile
Motorcycle	\$ 0.305 per mile
Aircraft	\$ 1.070 per mile

Tier 2 Rate. If a government-owned (agency-owned) vehicle is available, and its use is determined to be most advantageous to the state, **OR** if it is determined that a rental vehicle (Enterprise Rent-a-Car contract) is the recommended method of travel, but a personal motor vehicle is used, the employee will be reimbursed for business miles traveled at \$ 0.285 per mile.

Tier 3 Rate. When a government-owned vehicle is assigned directly to an employee, but that employee utilizes a personal motor vehicle, the employee will be reimbursed for business miles traveled at \$ 0.125 per mile.

Other Information

Current and past years' rates are as follows:

Effective Date	Tier 1 Rate			Tier 2 Rate	Tier 3 Rate
	Automobile	Motorcycle	Aircraft		
April 1, 2008	\$ 0.505	\$ 0.305	\$ 1.07	\$ 0.285	\$ 0.125
February 1, 2007	\$ 0.485	\$ 0.305	\$ 1.07	\$ 0.285	\$ 0.125
January 1, 2006	\$ 0.445	\$ 0.305	\$ 1.07	\$ 0.285	\$ 0.125
October 31, 2005	\$ 0.485	\$ 0.305	\$ 1.07	\$ 0.285	\$ 0.105
September 11, 2005	\$ 0.485	\$ 0.305	\$ 1.07	\$ 0.27	\$ 0.105